



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

MEMORANDUM FOR ETRC MEMBERS

FROM: ETRC CHAIRMAN, LT COL KARL BOSWORTH

SUBJECT: Education and Training Review Committee (ETRC) Meeting Minutes, 1-2 Mar 2001, Environmental Management Sub-Committee.

a. The Environmental Management Sub-committee meeting convened at 1000 on 1 Mar 01 at the Civil Engineer and Services School (CESS) Wright-Patterson Air Force Base. Lt Col Bosworth, HQ USAF/ILEVI, Co-chairperson opened the meeting with introductions, administrative procedures explanation, and the intended goal of the sub-committee. Thirteen representatives from the MAJCOMs, HQ/USAF, Air National Guard and Air Force Reserve attended the meeting.

b. Captain Richard Bert, USAF/SAM briefed HQ USAF/SAM courses.

a. B3OZY0000E 001, 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)

Discussion: The School of Aerospace Medicine (HQ USAF/ SAM) offers the 40-hour HAZWOPER resident course four-times per year and the environmental restoration account funds up to 20 students per class. Mr. Doug Anderson, HQ ANG/CEVQ, asked how this course was advertised and how quotas are filled. Capt Bert explained quotas are given to MAJCOM training managers and they are responsible in filling the slots. An open discussion occurred regarding advertising for the course and that notification of the course is not getting out to the field.

Action Items: HQ USAF/SAM tasked to look at ways to better advertise this course.

b. B3OZY0000E 002, 8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Course

Discussion: The 8-hour HAZWOPER refresher course is offered via satellite at the Civil Engineer and Services School and taught by instructors from HQ USAF/SAM. Lt Col Bosworth asked if bases knew about the two HAZWOPER courses or were bases paying for a contract obtain HAZWOPER training. The following action item was opened from this discussion.

Action Items: MAJCOM installations with overseas bases will query to their bases to see what their requirements are for both the 40-hour and 8-hour HAZWOPER training.

c. B3OZY0000E 014, Air Force Environmental Management Information System (EMIS) User's Training Course

Discussion: None

Action Items: None

d. ***B3OZY0000E 019, Air Force Environmental Management Information System (EMIS) Hazardous Waste and Environmental Reporting Course***

Discussion: None

Action Items: None

e. ***B3OZY0000E 015, Data Quality Objectives (DQO) Course***

Discussion: Capt Bert briefed the course objective is to provide data quality objectives for environmental sampling and monitoring. Information used by the Environmental Protection Agency (EPA) is incorporated into the course.

Action Items: None.

f. ***B3OZY0000E 018, Remediation Technologies Selection Process Workshop***

Discussion: Discussion took place on how this course differed from the restoration courses offered through CESS. Capt Bert explained this course focused on selecting technologies for remediation. The CESS courses, ENV 021 and ENV 417, are more general in nature covering all topics needed for a restoration project manager. Mr. Resinger, USAF/CEVC, asked if this course is referenced in environmental restoration courses taught at CESS; they are mentioned. Lt Col Bosworth asked Capt Bert, if HQ USAF/SAM had developed their FY 02 schedule. Capt Bert said the school is in the process of finalizing the FY 02 schedule.

Action Items: HQ USAF/SAM to provide ILEV with an FY 02 course schedule.

3. Maj Doug Hulings, AFIT/CEV, brief the CESS environmental courses. Individual courses were discussed with the corresponding course director.

a. ***ENV 101, Introduction to Environmental Management***

Discussion: Briefed by Maj Hulings. ENV 101 is now a stand-alone course. In previous years ENV 101 was offered during the MGT 101-V (environmental breakout). The findings from the Environmental Tiger Team recommended that all students in the MGT 101, Introduction to the Base Civil Engineer Organization, attend the environmental breakout. Scheduling conflicts and class size made it difficult to continue to offer ENV 101 concurrent with the MGT 101-V breakout. One offering of ENV 101 is scheduled in FY 02. The number of offerings can increase if attendance supports an additional offering. Lt Col Brubaker, PACAF/CEV asked about students who did not take the environmental breakout when they went through MGT 101 and now work in an environmental flight; discussion occurred. Maj Hulings recommended any military personnel that are new to the environmental flight and have taken MGT 101 should be scheduled to take ENV 101. New civilian hires should also be scheduled to take ENV 101. Lt Col Bosworth commented on adding other functional areas to the secondary audience, such as the Unit Environmental Coordinator, JAG, etc. Maj Rumrill stated that adding these functional areas to the secondary audience would not affect the overall course content since a majority of the course material is applicable to a secondary audience member.

Action Items: AFCEE was tasked to investigate if the other AF functional areas (e.g., Logistics-Supply, Maintainers, PA, JAG, etc) would benefit from attending ENV 101. Provide recommendations on audience level, primary or secondary. Report findings to ILEV and AFIT/CEV.

b. ENV 416, Environmental Flight Commanders Course

Discussion: ENV 416 is offered once a year and is held in conjunction with other the CE flight commander's courses. Discussion occurred on what is taught and how it fits into the other flight commander's course. Capt Whitecotton explained that he conducts an exercise that allows the ENV 416 students to work with the students from the other flight breakouts. The ETRC asked about enrollment numbers and what is considered to be the right number of students for ENV 416. Per Capt Whitecotton, the course size needs to be at least eight students. This allows the flight exercise to properly work.

Action Items: None

c. ENV 022, Pollution Prevention Program Course

Discussion: The discussion centered around the fact that ENV 022 is ISEERB approved and guest speakers are requested and supported by the other services.

Action Items: None

d. ENV 020, Environmental Compliance Assessment Course

Discussion: ENV 020 is an ISEERB approved course. Lt Col Bosworth stressed to the MAJCOMS that this is an important course and to support with subject matter experts when requested by CESS for the education working group involvement, especially since MAJOCMs differ on the use of ESOHCAMP (Environmental, Safety and Occupational Health Compliance Assessment Management Programs) vs. ECAMP (Environmental Compliance Assessment Management Program). Capt Dave Macon, AFSPC/CEVV, asked why ILE did not stress the ESOH (Environmental, Safety, and Occupational Health) concept more. Lt Col Bosworth explained that funding was the issue. Using the ESOH concept, the Safety and Occupational Health community looks at this as a way to try to get environmental funding. A policy letter from SAF/MIQ on ESOH is forthcoming. AF/ILE position is to leave it open to each command on whether they want to incorporate the ESOH concept into their bases' assessment. Lt Col Brubaker, PACAF/CEVQ, asked if MAJCOM specific protocols were discussed in ENV 020. Col Brubaker stated PACAF uses the ESOH protocols and Mr. Anderson, ANG/CEVQ, commented that ANG is in the process of developing them also. Capt Williams explained that MAJCOM specific protocols are mentioned in the course.

Action Items: None

e. ENV 220, Unit Environmental Course

Discussion: Capt Williams explained ENV 220 format has changed to a five, half-day (4-hour) format as opposed to previously being taught in a full three (8-hour) day format. The new format allows CESS to teach its portion in the morning and then allows each installation to conduct base/MAJCOM specific UEC training in the afternoon (e.g., the base's air program manager can discuss specific air issues). The new format has been well received by the students. Lt Col Bosworth asked if the audience consists of primarily Senior NCOs and NCOs. Capt Williams explained that it does.

Action Items: None

f. ENV 222, Hazardous Material Management Program

Discussion: Lt Col Brubaker, PACAF/CEVQ, asked if the Joint Environmental Material Management System (JEMMS) is discussed in ENV 222. Mr. Van Schaack explained that a reference to JEMMS is made but not much time is spent on it because it is a USAFE and PACAF specific issue. However, JEMMS is discussed when AFIT/CESS does the PACAF on-site

seminars. Lt Col Bosworth asked about the involvement of contractors in the course. Ms. Lewis explained that we do charge contractor's to attend resident courses and it is being worked to charge contractors who take CESS's satellite courses.

Action Items: AFIT to provide to ILE with contractor attendance for the last three years for resident and satellite courses.

g. ENV 021, Introduction to Environmental Restoration Program

Discussion: None

Action Items: None

g. ENV 417, Environmental Restoration Project Management.

Discussion: Lt Col Bosworth asked why the Management Action Plans (MAPS) were no longer taught in the course. Previously, MAPS was discussed in both ENV 021 and 417. Students in ENV 417 who have already taken ENV 021 or have been working in the restoration program are already familiar with MAPS. The latest EWG concurred and recommend deleting the MAPS lesson from the course.

Action Items: None

h. ENV 418, Environmental Contracting

Discussion: Lt Col Brubaker questioned the need for this course and felt it taught the same material as MGT 421, Contracting for Civil Engineering. Mr. Reed explained the contracting process is different between construction type contracts and environmental type contracts, with regards to firm-fixed price/time and materials, services contracts, etc. The consensus was reached that there is a need for both courses. In addition, Mr. Reed showed video demonstrating a new piece of technology in use in the satellite room, holoset. The holoset technology allows instructors to be imposed over pictures/slides, etc., (the same technology is use by weather news people), vastly improving teaching techniques available to the CESS faculty.

Action Items: None

i. ENV 419, Environmental Planning, Program, and Budgeting

Discussion: General discussion on course content.

Action Items: None

j. ENV 521, Hazardous Waste Management

Discussion: Discussion centered on the course content and on the audience make-up. Professor Negri briefed that approximately 55% of the audience comes from the traditional CE career fields and 45% from outside traditional CE career fields (logistics, operations, etc.). He was asked whether students from the non-CE career fields benefited from taking ENV 521. Professor Negri briefed that they do. Many installations have a large number of initial accumulation points and sites and a high level of involvement from the unit environmental coordinators. The ETRC members asked if there was any difference between what is taught in ENV 521 and the material covered in the HQ USAF/SAM 40-hour HAZWOPER course. Professor Negri explained there are substantial differences between ENV 521 and HAZWOPER. ENV 521 is designed to teach the students the proper methods for establishing and managing a hazardous waste program at the installation. HAZWOPER is designed to teach the students what to do in the event of an incident--such as a spill.

Action Items: None

k. ENV 531, Air Quality Management

Discussion: Lt Col Bosworth expressed concern the previous EWG has changed the course content from technical oriented course to more of a management course. Mr. Van Schaack, Course Director, explained the course still contains some technical lessons, including an air emission inventory exercise, conformity exercise, and dispersion modeling; however the EWG recommended de-emphasizing or eliminating many of the more technical lessons because most technical work is contracted, DoD wide, so there is diminishing need for air program managers to have a strong technical foundation. ENV 531 is an ISEERB approved course and during the EWG the other services (because of the varying level of technical expertise among air managers) stated they are more concerned about developing the air program managers' ability to develop a management program rather than build a technical foundation. Mr. Van Schaack pointed out that currently the technical lessons are still included because although air program managers may not be responsible for actually doing the technical work, they may be required to oversee submissions from a contractor and need to have a working knowledge of technical issues to QAE contractor deliverables.

Action Items: AFCEE tasked to query the MAJCOMs and installations and ask if a Air Quality Technology course is needed in addition to the Air Quality Management Course. Report findings to ILEV.

4. FY 02 Course Prioritization: Lt Col Bosworth led the discussion on course prioritization. The ETRC agreed to leave the course priority for the compliance funded courses the same as FY 01. The priority for the environmental restoration account funded courses changed as follows, Env 418 moved to #1 and Env 417 moved to #2.

Compliance Courses

<u>Priority (FY 02)</u>	<u>Course Title</u>	
1	ENV 521	Hazardous Waste Management
2	ENV 222	HMMP
3	ENV 020	Environmental Compliance Assessment (ISEERB)
4	ENV 220	Unit Environmental Coordinator
5	ENV 531	Air Quality Management (ISEERB)
6	ENV 419	Env Planning, Programming & Budgeting
7	ENV 101	Introduction to Env Management Flight
8	ENV 022	Pollution Prevention (ISEERB)
9	ENV 416	Env Flight Commander's Course

Restoration Courses













<u>Priority (FY 02)</u>	<u>Course Title</u>	
1	ENV 418	Environmental Contracting
2	ENV 417	Environmental Restoration Project Management
3	ENV 021	Intro to Installation Restoration Program





5. The remainder of Thursday afternoon and Friday morning (2 March) the MAJCOM representatives discussed their command's specific environmental training. Lt Col Bosworth emphasized that no MAJCOM or installation can develop or implement a course without the Program Review Committee (PRC) approval and if needed, an out of cycle PRC approval can be done. All environmental training development requests need ETRC approval (or ILEV approval if out of cycle) prior to being submitted to the PRC. All requests will be supported by a talking paper and will follow the guidance currently under development in the draft Environmental

a. Environmental Web University Demonstration AFCEE/EQ

Ms. Tennison demonstrated the web university under development at AFCEE. The web university, currently located on a server at Brooks AFB, allows a user to locate environmental courses being taught from the different agencies. Lt Col Bosworth stressed this website will be an Air Force tool and should not be viewed as an AFCEE product. There was much discussion on security of the site, how courses will get loaded onto the site, who will review and verify the accuracy of the information, etc. A meeting is being scheduled at AFIT with ILEV, AFCEE, SAM and AFIT/CEV to address more specific issues regarding the web university.

b. AMC Environmental Course Review

 <p>AIR MOBILITY COMMAND ENVIRONMENTAL TRAINING</p> <p>Mr. Carl Stoltz HQ AMC/CEVR</p> <p>Year of Retention & Recruiting</p> 	 <p>OVERVIEW</p>  <ul style="list-style-type: none"> ■ Environmental Leadership Course ■ Environmental Compliance Assessment And Management Program (ECAMP) Database And Assessor Training ■ AMC Environmental Planning Workshop
 <p>ENVIRONMENTAL LEADERSHIP COURSE</p>  <ul style="list-style-type: none"> ■ Objective Provide Senior Leadership Awareness Of Environmental Programs and Issues ■ Audience Wing CC/CEs ■ Costs Developed For \$20K Maintained By AMC Staff 	 <p>ENVIRONMENTAL LEADERSHIP COURSE (Cont)</p>  <ul style="list-style-type: none"> ■ Presented In Classroom ■ Status 15th Air Force Commanders On 18 May 00 21st Air Force Commanders Awaiting Scheduling ■ CPR Ms. Anne-Marie Hassstedt, HQ AMC/CEVQ, DSN 779-0863
 <p>ECAMP DATABASE AND ASSESSOR COURSE</p>  <ul style="list-style-type: none"> ■ Objective Teach Use of ECAMP Database And Protocol Specific Issues And ECAMP Process ■ Audience HQ ACC/AMC ECAMP Managers And Team Members ■ Costs Developed For \$20K By URS Corporation Maintained By HQ ACC/AMC Staff 	 <p>ECAMP DATABASE AND ASSESSOR COURSE (Cont)</p>  <ul style="list-style-type: none"> ■ Presented Over Internet ■ Status Next ECD 30 Apr 01 ■ CPR Ms. Anne-Marie Hassstedt, HQ AMC/CEVQ, DSN 779-0863 Mr. Tim Blavin, HQ ACC/CEVQ, DSN 574-9411

 <p>AMC ENVIRONMENTAL PLANNING WORKSHOP ("FIXING AMC'S EIAP")</p>  <ul style="list-style-type: none"> ■ Objective To Provide Updated Command Policy And Training On The Environmental Impact Analysis Process (EIAP) To Correct Systemic Problems And Improve Base And Staff Planning Efforts ■ Audience Environmental Flight Chiefs, Base EIAP And Real Property Managers, And Staff Proprietors ■ Costs Developed For \$50K Maintained For \$25K Per Year 	 <p>AMC ENVIRONMENTAL PLANNING WORKSHOP ("FIXING AMC'S EIAP")</p>  <ul style="list-style-type: none"> ■ Presented In Classroom ■ Status Class Is 3 1/2 Days Presented Once Per Year, First Time May 01 ■ CPR Mr. John Accomero, HQ AMC/CEVP, DSN 779-0845
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c. AETC Environmental Course Review

**BULLET BACKGROUND PAPER
ON
COMMANDER'S ENVIRONMENTAL LEADERSHIP COURSE (CELC)**

PURPOSE: To provide AETC CELC information to ETRC at WPAFB the week of 26 Feb 01

DISCUSSION:

- CELC is conducted at all external AETC ECAMPs
- CELC is about a 1-hour briefing tailored to each installation
- Policy letter from CV requires attendance by commanders and deputies at wing, group, and squadron level, plus encourages equivalent member from associate units.
- Begins with video presentation from Gen Hornberg
- Reviews regulators concerns identified in base enforcement vulnerability analysis
- Covers AETC interest items in environmental budgeting and planning
- Presents case studies to emphasis environmental planning
- Concludes with course summary and foreseeable future issues
- AETC/CEVA briefed at 1-3 Mar 00 Education and Training Review Committee
- Recommended AF-wide CELC similar, but reduced in scope, to training conducted in early 1990s
- AFIT/CE stated previous CELC held in residence was poorly attended and removed from the curriculum
- Recommendation was not supported

RECOMMENDATION: None (for information only)

Capt Johannes/CEVA/7-3422/26 Feb 01

d. PACAF Environmental Course Review

Pacific Air Forces

Integrity Service Excellence

Environmental Training and Review Committee (ETRC)



Lt Col Brubaker
HQ PACAF/CEVQ

U.S. AIR FORCE



Overview

- PACAF education and training courses
- AFIT curriculum, a PACAF perspective
- PACAF and Satellite course offerings

Integrity Service Excellence



PACAF Education and Training

- Courses
 - Hazardous waste (initial and refreshers)
 - Hazardous material
 - Facilities manager briefing
- Development and maintenance costs
 - Virtually all done in-house little to no cost
- Presentation method
 - Classroom
 - CD self taught
- Number of courses and dates
 - Weekly to quarterly

Integrity Service Excellence



AFIT A PACAF Prospective

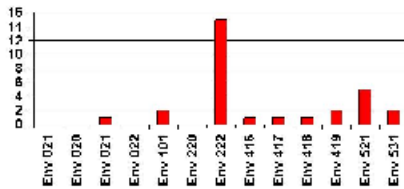
- AFIT Curriculum
 - Frequency of attendance
 - FY 01 requirements: Env 222 participation impacted by satellite offering
- Installation procured education & training 2000 - 2007
 - Air, hazardous waste
 - EMIS
 - Compliance and P2
 - ECAIMP

Integrity Service Excellence



AFIT A PACAF Prospective

FY 00 AFIT Course Distribution



Integrity Service Excellence



AFIT A PACAF Prospective

- Possible course additions, revisions and deletions
 - Discussed during course review
 - Hazardous waste management – focus on rest of the program (McCurry's RCRA Seminars)
 - Environmental Contracting – minimal applicability to PACAF consider combining with training course
- Stronger emphasis on AFIT instruction
 - Can be done less expensively
 - Air Force vs commercial market prospective
 - Especially critical for overseas bases

Integrity Service Excellence



PACAF Satellite Courses

- Problems with satellite offerings
 - Communications
 - Time of day
 - Attention and attendance of students
- Are there better methods
 - Disked learning includes video and computer based interactive environment
 - "AFIT road show"
- PACAF preferred method
 - Distant learning for most satellite offerings
 - Road show for select resident courses

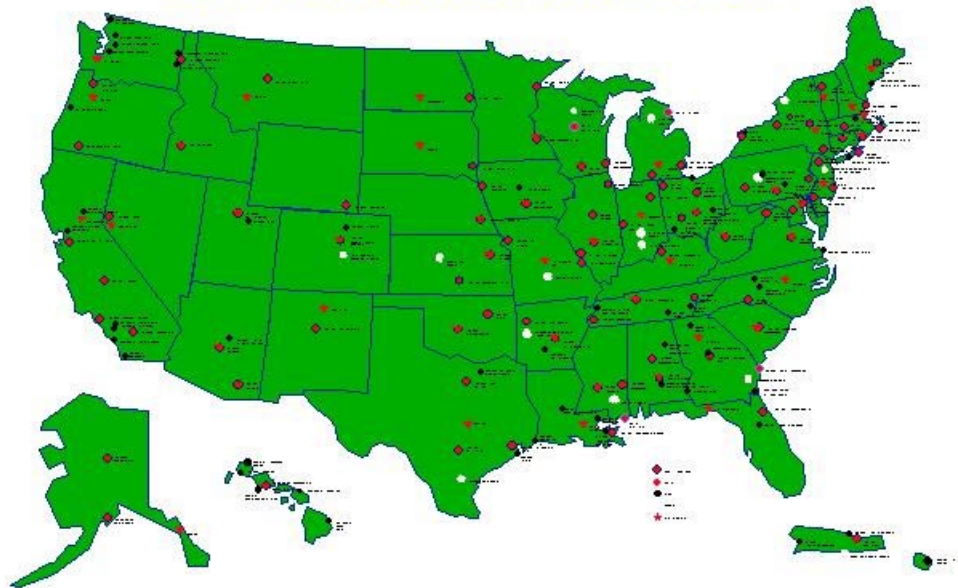
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e. ANG Environmental Course Review



Environmental Training

ANG INSTALLATIONS



Environmental Manager Training

Initial Environmental Training (30 -35) \$40k

- Orientation for new EMs, BEETs, State Employees
- Meet with HQ and other base level people
- One week on basics of ANG budgeting, NEPA, RCRA, IRP, legal support, contract management, CWA, CAA, SDWA, and their roles
- Presented near Andrews AFB for HQ personnel support

Annual Environmental Workshop (180-220) \$60k

- Attendees include EMs, BEETs, State Employees, and Ground Safety (new)
- 8 hr RCRA refresher
- Registered Environmental Manager Course toward professional certification
- Updates by Program Managers, AFCEE, IERA, SAF/MIQ, and others
- Training on ACES, Data Calls, outyear budget, and Bioenvironmental
- Annual ANG Awards Program
- Presented at the Gulfport MS CRTC for cost savings and facilities

Shop Level Environmental Training (Env Results Corp)

P2 Opportunity Assessment

- 3 days given on site for shop surveys
- 25 - 30 people/class
- \$5,500 plus travel

Storm Water Pollution Prevention Team Building

- 2 days given on site for short site visits
- 20 - 25 people/class
- \$4,400 plus travel

Mid-level Managers Environmental Awareness

- 3 days given to shop supervisors and flight commanders
- 15 - 20 people/class
- \$5,500 plus travel



Shop Level Environmental Training (Labat-Anderson Inc)

EMIS Regional Training

- 5 day training program with computer assisted demonstrations
- 35 - 40 people/class (BEET, Pharmacy Personnel, EMs, LGS Personnel, State Employees)
- \$15,000 including travel for 3 contractor personnel (plus AM and PM snacks)
- Conducted 4 training sessions to date.

6.6



POCs

Environmental Results Corporation

Phil Baker (Director of Training) (703) 273-1770

Labat-Anderson Inc.

Joseph Martin Jr. (Sr Env Eng) (303) 987-0221 x 202

Envir Consulting and Training Services

Woody or Fonda Wicker (865) 986-6397

6. The meeting was adjourned at 1000, 2 March.